

Table 5.4 – Reasons why staff left the Department

Termination Type	Number	Per 100 000 employees
Death	2	0,00002
Resignation	7	0,00007
Expiry of contract	22	0,00022
Dismissal – operational changes	0	0
Dismissal – misconduct	5	0,00005
Dismissal – inefficiency	0	0
Discharged due to ill-health	3	0,00003
Retirement	13	0,00013
Other (Abscondment)	1	0,00001

Reasons for Resignation

The total of seven (7) people who resigned, left the service of the Department for the following reasons:

- Better remuneration
- To become a housewife
- Other occupation (*accept another type of post elsewhere*)

5.5 – Contract Appointments and Internships

Salary levels	R800.00 / month	Levels 1-2	Levels 3-5	Levels 6-8	Levels 9-12	Total within Group
African	-	0	1	0	1	2
Male	-	0	1	0	1	2
Female	-	0	0	0	0	0
Asian	-	0	0	0	0	0
Male	-	0	0	0	0	0
Female	-	0	0	0	0	0
Coloured	-	1	19	1	0	21
Male	-	1	3	1	0	5
Female	-	0	16	0	0	16
White	-	0	2	1	2	5
Male	-	0	0	1	2	3
Female	-	0	2	0	0	2
Internships	5	0	0	0	0	5
TOTAL	5	1	22	2	3	33

- The remuneration of Consultants are not included in the above as the budget of each directorate provides for the payment of their services through the Financial Management System (Professional and Special Services).

2.2.3 Affirmative Action

The Public Service Regulations require the development and implementation of an affirmative action programme that contains the following:

- Numeric and time-bound targets for achieving representativeness,
- Annual statistics on the appointment, training and promotion within each grade of each occupational category, of persons historically disadvantaged

Employment Equity

The Employment Equity Plan of the Department of Planning, Local Government and Housing is now finalised and the Department is committed to implement and achieve employment equity in order to correct the imbalances in its workforce that have resulted through past discriminatory legislation policies and practices. To this end the Department is adopting strategies to eradicate all forms of unfair discrimination in its policies and practices and is implementing affirmative action measures to ensure that people from designated groups are equitably represented in all occupational categories and salary levels in the workplace and are broadly representative in terms of the economically active population of the Western Cape.

The following tables describe changes in the composition of the Department for employees below the level of SMS (Table 6.1), the Senior Management Service (Table 6.2), and other key target groups in terms of race, gender, and disability.

TABLE 6.1 – Progress made with respect to affirmative action [Employees at levels below the SMS]

Progress –2001/02					Medium-Term targets (if any)		
Race and Gender	Employees as on 1 April 2001	Target set for 31 March 2002	Actual number at 31 March 2002	Variance	March 2003	March 2004	March 2005
African	26	62	27	1	15	60	33
Male	17	25	18	1	7	31	18
Female	9	37	9	0	8	29	15
Asian	3	2	4	1	3	0	1
Male	1	2	2	1	2	0	1
Female	2	0	2	0	1	0	0
Coloured	186	72	207	21	6	22	7
Male	96	35	104	8	4	14	2
Female	90	37	103	13	2	8	5
White	142	0	141	-1	0	2	0
Male	83	0	86	3	0	1	
Female	59	0	55	-4	0	1	0
Employees with disability	0	0	0	0	3	3	3
TOTAL	357	136	379	22	24	84	41

- “Not Suitably Placed” Personnel are excluded in the above statistics.
- The “Target set for 31 March 2002” was based on the projection of how the Department anticipated to fill all the vacancies, as on 1 April 2001, according to the percentages as prescribed in our Employment Equity Plan.

Medium-term targets: The targets reflect how the Department anticipate to fill the vacancies on the establishment over the next three years.

TABLE 6.2 – Progress made with respect to affirmative action, Senior Management Service

Progress –2001/02					Medium-Term targets		
Race and Gender	Employees as on 1 April 2001	Target set for 31 March 2002	Actual number at 31 March 2002	Variance	March 2003	March 2004	March 2005
African	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Coloured	4	0	4	0	0	0	0
Male	3	0	3	0	0	0	0
Female	1	0	1	0	0	0	0
White	10	0	10	0	0	0	0
Male	8	0	8	0	0	0	0
Female	2	0	2	0	0	0	0
Employees with a disability	1	0	1	0	0	0	0
TOTAL	14	0	14	0	0	0	0

- There were no vacancies on the level of SMS on 31 March 2002. As targets can only be achieved if one or some of the incumbents terminate their services, there is no target set at this stage.

TABLE 6.3.1 – Progress made with respect to affirmative action, [Town and Regional Planners/Planners]

Progress –2001/02					Medium-Term targets		
Race and Gender	1 April 2001	Target set for 31	Actual number at	Variance	March 2003	March 2004	March 2005

		March 2002	31 March 2002				
African	1	3	1	0	1	2	0
Male	0	3	0	0	1	2	0
Female	1	0	1	0	0	0	0
Asian	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Coloured	3	5	3	0	2	3	0
Male	0	3	0	0	2	1	0
Female	3	2	3	0	0	2	0
White	16	0	16	0	0	0	0
Male	9	0	9	0	0	0	0
Female	7	0	7	0	0	0	0
Employees with a disability	0	0	0	0	0	0	0
TOTAL	20	8	20	0	3	5	0

- The “Target set for 31 March 2002” was based on the projection of how the Department anticipated to fill all the vacancies, as on 1 April 2001, according to the percentages as prescribed in our Employment Equity Plan.

The targets reflect how the department anticipated to fill all the vacancies on the establishment over the next two years.

TABLE 6.3.2 –Progress made with respect to affirmative action, [Architects]

Progress –2001/02					Medium-Term targets		
Race and Gender	1 April 2001	Target set for 31 March 2002	Actual number at 31 March 2002	Variance	March 2003	March 2004	March 2005
African	0	1	0	0	1	0	0
Male	0	1	0	0	1	0	0
Female	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Coloured	0	1	0	0	1	0	0
Male	0	0	0	0	0	0	0
Female	0	1	0	0	1	0	0
White	2	0	2	0	0	0	0
Male	2	0	2	0	0	0	0
Female	0	0	0	0	0	0	0
Employees with a disability	0	0	0	0	0	0	0
TOTAL	2	2	2	0	2	0	0

- The “Target set for 31 March 2002” was based on the projection of how the Department anticipates to fill all the vacancies, as on 1 April 2001, according to the percentages as prescribed in our Employment Equity Plan.

The targets reflect how the department anticipate to fill the vacancies on the establishment over the next year.

TABLE 6.3.3 –Progress made with respect to affirmative action, [Engineers]

Progress –2001/02					Medium-Term targets		
Race and Gender	1 April 2001	Target set for 31 March 2002	Actual number at 31 March 2002	Variance	March 2003	March 2004	March 2005
African	0	2	0	0	1	1	0
Male	0	0	0	0	0	0	0
Female	0	2	0	0	1	1	0
Asian	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Coloured	1	2	1	0	1	0	0
Male	1	0	1	0	1	0	0
Female	0	2	0	0	0	0	0
White	10	0	11	1	0	0	0
Male	8	0	9	1	0	0	0
Female	2	0	2	0	0	0	0
Employee with a disability	0	0	0	0	0	0	0
TOTAL	11	4	12	1	2	1	0

- The “Target set for 31 March 2002” was based on the projection of how the Department anticipated to fill all the vacancies, as on 1 April 2001, according to the percentages as prescribed in our Employment Equity Plan.

The targets reflect how the department anticipate to fill the vacancies on the establishment over the next two years.

TABLE 6.3.4 – Progress made with respect to affirmative action, [Persal Controller]

Progress –2001/02					Medium-Termtargets		
Raceand Gender	1April 2001	Target setfor31 March 2002	Actual numberat 31March 2002	Variance	March 2003	March 2004	March 2005
African	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Coloured	0	0	1	1	0	0	0
Male	0	0	1	1	0	0	0
Female	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
Employee witha disability	0	0	0	0	0	0	0
TOTAL	0	0	1	1	0	0	0

- The “Actualnumberat31March2002”isapostthatwascreatedandfilled after1April 2001.
- TherearenovacanciesforaPersalControllerposton31 March2002.As a targetcanonlybe achievediftheincumbentterminatehis/herservices, thereisnotargetsetatthisstage.

2.2.6 PerformanceRewards

Toencouragegoodperformance,t hedepartmenthasgrantedthefollowing performance rewards during the year under review. The information is presentedintermsof race,gender,anddisability(Table7.1),salarylevels (table7.2),andcriticaloccupations(Table7.3).

PERSONNEL BELOW THE LEVEL OF THE SENIOR MANAGEMENT SERVICE(SMS):

An officer or employee of exceptional ability or possessing special qualifications or who has rendered meritorious service in the interest of the department may be granted a performance reward. These rewards can be allocated to individuals at all levels below the SMS level or to groups for exceptional contribution towards achievement of the objectives of the Department.

The exceptional contribution, for which the individual or group is nominated, must have been a clearly defined and notable event, or a special project or a task that was successfully performed over and above the usual/normal work pattern.

Cases are assessed according to various criteria and weights. The criteria for the allocation of performance awards are dealt with on a points system by two moderating bodies, i.e. Departmental (salary level 1 to 10) and Centrally at Corporate Services (salary level 11 to 12). The reporting official must make a recommendation, which will be assessed by the evaluation committee.

The Department makes provision in its annual budgets for these financial expenditures.

CASH BONUS FOR SMS:

The Minister of Public Service and Administration (MPSA) determine the criteria for the awarding of cash bonuses to senior managers as well as the different percentages for the different performance levels.

These senior managers who enter into the performance agreement and succeed in reaching the agreed goals, are eligible for cash bonuses according to the manner in which he/she performed.